



National
Aeronautics and
Space
Administration

Final Checkout Record

EMPLOYEE DATA

NAME OF EMPLOYEE <i>(Last, first, middle)</i>	PHONE	OFFICE ID	SSN	DEPARTURE DATE
TYPE OF DEPARTURE <input type="checkbox"/> RETIREMENT <input type="checkbox"/> RESIGNATION <input type="checkbox"/> TRANSFER TO CENTER _____ <input type="checkbox"/> TRANSFER TO FEDERAL AGENCY _____ <input type="checkbox"/> OTHER _____		MY FORWARDING HOME ADDRESS (RESIDENCE) IS:		

ORGANIZATION CHECKOUT POINTS

PROPERTY CUSTODIAN	SECURITY REPRESENTATIVE
SERVICE AGREEMENTS	SUPERVISOR

HEADQUARTERS OPERATIONS CLEARANCE

FARE SUBSIDIES <i>(Turn in unused fare cards, bus tokens, Smartrip card)</i>	ODIN PROPERTY	LIBRARY
STUDENT LOAN REPAYMENT PROGRAM	SECURE ID TOKENS	PHONE DIRECTORY
PARKING <i>(Turn in parking sticker)</i>	COMSEC MATERIAL	WORKSTATION ADDRESS
OFFICIAL RECORDS <i>(Turn in NHQ 296, Records Manager)</i>	PHONE CARDS	BENEFITS
IT SECURITY <i>(Attach NHQ 253 to computer)</i>	BEEPERS/PAGERS	PROPERTY CUSTODIAN
CREDIT CARDS <i>(Bank of America or IMPAC)</i>	CELLULAR PHONES	HEALTH UNIT RECORDS
PASSPORT	BLACKBERRY/TREO	TRAINING & DEVELOPMENT
FACILITIES MANAGEMENT <i>(Desk key(s))</i>	VOICE MAIL	

OTHER NASA CHECKOUT POINTS

NASA ALUMNI _____	(Initials) I agree to release my name and mailing address to the NASA Headquarters Alumni Group. By doing so, I authorize the Human Resources Management Division to provide this information to representatives of the NASA Headquarters Alumni Group ONLY. This does not grant permission to release this information to other entities unless specific authorization is granted by me in writing.
_____	(Initials) I do NOT authorize the release of my name and mailing address to any entities without specific permission from me in writing.

TRAVEL _____ <i>IMPREST - TRAVEL ADVANCES, OUTSTANDING VOUCHERS/BILLS</i>	CLEARING OFFICIAL	DATE
GENERAL COUNSEL _____ <i>(GS-15, SES, ST, SL & Schedule C; IPAs, NEX & Experts/Consultants with a salary equivalent to 120% above the base salary of a GS-15. All SES must complete an SF 278, within 30 days of departure.)</i>	CLEARING OFFICIAL	DATE
SECURITY _____ <i>Turn in KEY(S) and NASA BADGE</i>	CLEARING OFFICIAL	DATE
PAYROLL _____ <i>FINAL PAY PROCESSING</i>	CLEARING OFFICIAL	DATE
I certify that I have properly cleared all the checkout points and all NASA property has been returned to the proper authority.	SIGNATURE OF EMPLOYEE	DATE
To the best of my knowledge, this employee has been properly cleared.	CLEARING OFFICIAL SIGNATURE	DATE

PRIVACY ACT STATEMENT

The general Privacy Act Statement applies to this form. At a minimum, this document must be maintained under locked conditions when not under the continuing control of a person authorized access to such material.